



Please submit at least 2 weeks in advance to admin@hillsidebible.org,
or drop off in our office mail slot.

Name _____ Phone # _____

Address _____

Email _____ Hillside Member/Attender Y or N

Date(s) requested _____ Time(s) requested _____

(include set up needs, for example decorating or wedding rehearsal the day before)

Occasion for use (church ministry, community event, sports, shower, wedding, graduation, etc.)

Anticipated number of attendees _____ Best date/time for walk through _____

Church property/areas you wish to use (mark all that apply)

<p style="text-align: center;">Sanctuary (fees may apply)</p> <p style="text-align: center;">__Sound __Lights __Computer __Projector</p> <p style="text-align: center;">Gym</p> <p style="text-align: center;">Lobby (Coffee Area? Y or N)</p> <p style="text-align: center;">Van(s) (church events only)</p> <p style="text-align: center;">Round Tables Rectangular Tables Chairs</p>	<p style="text-align: center;">Adult Classrooms</p> <p style="text-align: center;">__10 __11 __12 __13</p> <p style="text-align: center;">North Campus</p> <p style="text-align: center;">Kitchen (linen cleaning fee may apply)</p> <p style="text-align: center;">__Stove __Chafers __Linens __Table linens</p> <p style="text-align: center;">Nursery Children's classrooms</p>
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I have read the attached instructions and will adhere to all the requirements of facility and church property usage.

Signed _____ Date _____

Approved by: _____ Date _____

HILLSIDE BIBLE CHURCH Facility Use Policy

(Please read the following usage requirements and guidelines and keep a copy for reference.)

HILLSIDE BIBLE CHURCH exists to serve God and bring Him glory in all that we do. Therefore, we practice good stewardship--sharing and caring for the facilities-- and invite you to do the same by honoring the following policies:

- Any use of the facilities requires prior approval from the Hillside office staff.
- If approved, applicant will need to participate in a building walk-through and any necessary training prior to the event.
- We do approve long-term commitments for use; however, from time to time church-related ministry needs (funerals, for example) may conflict. **The ministry need would take precedence.** We will notify you as soon as possible.
- Hillside ministries may have additional resources available. Please ask!

Sanctuary

- There will be a fee of \$_____ to use this room. This covers the cost of setting and/or resetting the room, as well as offsetting the cost of cleaning. Use of table linens will add \$_____ to the fee. We will review the use of linens during your walk-through.
- We will provide a standard audience, table seating, or wedding seating arrangement for your event. Changing the seating will add to the fee.
- You must use our technical staff to operate sound, lights, projectors, or computers.

When your event is over, please:

- Empty any garbage cans used and return them to their original location.
- Put trash in the dumpster in the parking lot.

Gym

Sports

The closet in the gym contains equipment available for use.

When your event is over, please:

- Return equipment to its original location.
- Use the push brooms to sweep the floors.
- Empty any garbage cans used and return them to their original location.
- Put trash in the dumpster in the parking lot.

Parties/Receptions

- We have ___ number of round tables, ___ number of 6' rectangular tables, ___ number of 8' tables, and ___ folding chairs.
- Table linens are available for use. There is a laundering fee of \$_____.

When your event is over, please:

- Clean any used tables/chairs. Reset the gym/lobby as per the diagram and return the rest of the tables/chairs to their original location(s).
- Use the push brooms to sweep the floors.
- Empty any garbage cans used and return them to their original location.
- Put trash in the dumpster in the parking lot.

Lobby

- Tables and chairs may be set up in the lobby for parties and other events. Table linens are available for use. There is a laundering fee of \$____.
- Training is required to use the commercial coffee maker and equipment in the lobby. If you've indicated you would like to use them, we will do that during the walk-through.

When your event is over, please:

- Clean and return any chairs/tables used to their original location(s).
- Use the vacuum cleaner in the janitor's closet and vacuum the floor.
- Empty any garbage cans used and return them to their original location.
- Put trash in the dumpster in the parking lot.

Kitchen

Equipment available for use in the kitchen includes the stove and oven, refrigerators, flatware, coffee percolators, drink dispensers, steam table trays, and serving dishes. *It does not include paper products (plates, cups, napkins), sterno, disposable pans, or food and drink items.*

Training is required for lighting the stove/oven. The gas main to the stove/oven is always turned off unless it is in use.

When your event is over, please:

- Wash, dry, and put away all the dishes/equipment.
- Turn off the gas to the stove/oven.
- Empty all trash and take it to the dumpster in the parking lot.
- Rinse out sinks and wipe down counters.
- Sweep the floor.

Adult Classroom(s)

- Tables and chairs may be set up in a classroom for parties and other events. Table linens are available for use. There is a laundering fee of \$____.
- Many classrooms are outfitted with a small automatic drip coffeepot available for use. The sponsor is responsible for supplying paper products, coffee, and coffee service (cream, sugar, etc.).

When your event is over, please:

- Clean and reset the room according to the diagram. Return any additional chairs/tables used to their original location(s).
- Clean the coffeepot if used.
- Use the vacuum cleaner in the janitor's closet and vacuum the floor.
- Empty any garbage cans used and return them to their original location.
- Put trash in the dumpster in the parking lot.

Children's Classroom(s) and Nursery

Tables and chairs may be set up in a classroom for parties and other events. Table linens are available for use. There is a laundering fee of \$___.

All three rooms in the upstairs nursery are shoe-free.

When your event is over, please:

- Clean and return any chairs/tables used to their original location(s).
- Clean and sanitize toys and diaper changing area.
- Use the vacuum cleaner in the janitor's closet and vacuum the floor.
- Empty any garbage cans used and return them to their original location.
- Put trash in the dumpster in the parking lot.

North Campus property

- Tables and folding chairs only may be set up for parties and other events.
- The building may be utilized when arrangements are made far enough in advance and may require some clean-up prior to your event.
- The pond is off limits and no swimming is allowed during events.
- There may be a port-a-john available during certain months of the year. Currently there is not running water available in the building or on the property.
- As there is no kitchen facility, this property is not appropriate for on-site cooking. All food should arrive prepared.
- There may be an additional charge for mowing if your event requires mowing services outside of our routine schedule.

When your event is over, please:

- Clean and return any chairs/tables/equipment used to their original location(s).
- Pick up all trash.
- Empty any garbage cans used and return them to their original location.
- Put trash in the on-site dumpster or large trash bin.

After Use Checklist

- ___ All items cleaned as needed and returned to their original location and in their original condition (i.e. chairs, tables, kitchen items, all balls, gym equipment).
- ___ **ALL** lights turned off before you leave the building.
- ___ **ALL** doors secured before you leave the building.
- ___ Door key(s) returned to the office during regular office hours or dropped through the mail slot (if applicable).
- ___ All food removed from the building.
- ___ All garbage placed in dumpster--please remember we are not able to recycle, so take recycling or put in dumpster.
- ___ Vacuum (located in the custodial room) any room or sweep gym (push brooms in gym closet) wherever food was present.

LIMITATIONS OF FACILITY USE

- Church vans will only be used for church outings, never for personal use. Special arrangements for pick-up and returning the vans and keys must be made prior to borrowing them.